

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN & MANUFACTURING KURNOOL

E-mail: registrar@iiitk.ac.in

Phone: 08518-289126

Notice Inviting Tender
Tender No- IIITDMKNL/2024-25/OT/CPMP/Horticulture-AMC/5, Dt. 20/12/2024

Online **Percentage Rate** bids are hereby invited in a **two-cover system** from eligible contractors for **Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.** Bidders can download a complete set of bidding documents from the e-procurement Platform <https://eprocure.gov.in/eprocure/app> or Institute website <https://iiitk.ac.in/>. Bidders need to submit the bids online by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

The last Date/ Time for receipt of bids through e-procurement is 09-01-2025 up to 14:00 Hrs.

Late bids will not be accepted.

For further details regarding Tender Notification & Specifications, please visit the website: <https://eprocure.gov.in/eprocure/app> and <https://iiitk.ac.in/>

CRITICAL DATE SHEET

Date of Publication & Download of Tender	20-12-2024
Pre Bid meeting	02-01-2025 (Thursday) at 03.00 PM
Bid Submission Start date	03-01-2025 (Friday) at 10:00 AM
Bid submission End Date & Time	16-01-2025 (Thursday) Till 02:00 PM
Opening of Technical Bids	17-01-2025 (Friday) at 02:00 PM
Opening of Financial Bids	Will be intimated later through notice on Institute website

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN & MANUFACTURING KURNOOL		
e-ENVELOPE – 1 ELIGIBILITY BID		
Tender No- IIITDMKNL/2024-25/OT/CP/PP/Horticulture-AMC/5, Dt. 20/12/2024		
Indian Institute of Information Technology Design & Manufacturing Kurnool (IIITDM Kurnool) invites Percentage rate e-Tenders, in two envelope system (Application for eligibility and financial Bid) for the following work from the Tenderer who satisfies the Eligibility Criteria given below.		
<u>PARTICULARS OF WORK</u>		
1.	Name of work	Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu Dinnedavarapadu village, Kurnool, A.P.
2.	Approximate Estimate Cost put to e-Tender (ECPT)	Rs. 38,85,000/- (Rupees Thirty Eight lakh Eighty Five Thousand only) inclusive of applicable Taxes.
3.	Tender fee	Nil
4.	Earnest Money Deposit (EMD): In the form of Demand Draft /Bankers Cheque drawn from any nationalized bank in favour of Director IIITDM Kurnool payable at Kurnool	Rs. 1,00,000/- (Rupees One Lakh Only)
5.	Period of work	12 months
6.	Validity of the tender	180 days from the date of opening of the tender
7.	Date of Pre-bid Meeting & Venue	The Pre-bid Meeting will be conducted in Hybrid Mode as per details given in para 6.5
8.	Last Date for Submission of e-Tender	16-01-2025 (Thursday) Till 02:00 PM
9.	Date of Opening of the Technical Bids	17-01-2025 (Friday) at 02:00 PM
10.	Date of opening of the financial Bid	Will be intimated later through notice on Institute website

Registrar

It is certified that no addition or deletion has been made to the tender documents downloaded from the e-Tender website.

Signature of the Contractor

1. BRIEF ABOUT THE IIITDM KURNOOL CAMPUS

The Indian Institute of Information Technology Design and Manufacturing (IIITDM Kurnool), established in 2015, is an autonomous Institute under the Ministry of Education, Government of India with permanent campus at Jagannathagattu Hill, Dinnedavarapadu Village, Kurnool District, Andhra Pradesh.

2. ELIGIBILITY CRITERIA

2.1. Technical Eligibility Criteria

To become eligible to participate in the bid process the bidders shall satisfy the following Work Experience Criteria.

The Bidders should have satisfactorily completed similar works during the last five years ending 31st March 2024 as per (Form B). For this purpose, cost of work shall mean the gross value of the completed work including the cost of material supplied by the Government/Client but excluding those supplied free of cost. This should be certified by an officer, not below the rank of Executive Engineer/Project Manager or equivalent.

Three similar completed works each costing not less than Rs.15,54,000/- 40% of gross amount

OR

Two similar completed works each costing not less than Rs.23,31,000/-, 60% of gross amount

OR

One similar completed work costing not less than Rs. 31,08,000/- 80% of total gross amount

Similar works shall mean “Annual Maintenance contract of Horticulture– Landscape Gardening Works for prestigious Govt. Educational Institutions / Govt. Organizations / Autonomous Institutions / Public / Govt. undertaking / Govt. Universities, Offices, Public Gardens, etc.”

Note: For similar works, works executed in India only shall be considered.

Note: The eligible running contracts, where the required gross value of the completed work shall also be accepted.

Note: Joint ventures/consortiums and special-purpose vehicles are not accepted.

Note: Private works will not be considered for evaluation.

The following documentary proof shall be scanned and uploaded.

- a. Completion certificates in the case of works carried out for Government departments should have been issued by an authorized officer not less than rank of executive engineer.
- b. The complete details of the work completion or performance certificate issued, officer address, email, and contact number should be provided.

2.2. Financial Eligibility

- 2.2.1 Should have an average annual financial turnover of Rs. 20 lakhs during the last 3 (three) financial years ending 31.03.2024. This should be certified by a chartered accountant with UDIN Number.
- 2.2.2 Should not have incurred any loss in more than one year during the last 3 (three) years.
- 2.2.3 Should have a Banker's certificate of Rs. 20 Lakhs certified by the bankers of the applicant.

2.3. Interested tenderers can view and submit the e-tender in the following order through the following e-tender website (<https://etenders.gov.in/eprocure/app> and <http://iiitk.ac.in/>)

e-Envelope I – The eligibility application shall be uploaded with

- 1) EMD and Tender Fee if any as prescribed in this document Para 4.3 to 4.5.
- 2) Necessary supporting documents as prescribed in Para 3.2.
- 3) The tender for the work with conditions, specifications, Bill of quantity, drawings, etc.

e-Envelope II – Financial Bid shall be uploaded with

- 1) Price Bid as per the format.

2.4. Declaration

- 2.4.1 The bidder shall not be from a country sharing a land border with India and if the bidder is from a country sharing a land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020 & subsequent orders/amendments if any. Non-submission of self-declaration (as per **Annexure VI**) will lead to the rejection of Bid out rightly.
- 2.4.2 Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma as per **Annexure-VII**. Non-submission of self-declaration will lead to the rejection of Bid out rightly and the bidder will be treated as a non-local supplier.

3. PROCEDURE FOR VIEWING AND SUBMISSION OF e-TENDER

3.1. Tender Documents may be downloaded from the Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. The bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through the instructions provided at "Help for Contractors". [Special Instructions to the Contractors / Bidders for the e-submission of the bids online through this eProcurement Portal"]. Tenderers can access, view and download tender documents on the IIITDM Kurnool website. Select the appropriate tender fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

A. Instructions for submission of online Bid:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL <https://etenders.gov.in/eprocure/app> by clicking on "Online Bidder Enrollment". Enrollment on the CPP Portal is free of charge.

- i. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- ii. Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iii. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / TCS / nCode / eMudhra, etc.)
- iv. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- v. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.
- vi. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document/schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- vii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g., PAN card copy, GSTIN Details, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use the "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

- viii. The tenders will be received online through the portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in technical bids in pdf format for evaluation purposes.
- ix. Bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e., on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- x. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected.
- xi. The server time (displayed on the bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- xii. The Tender Inviting Authority will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xiii. The uploaded tender documents become readable only to public view after the tender opening by authorized bid openers.
- xiv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.
- xv. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

B. Assistance to bidders

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to online bid submission or CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120- 4001005].

3.2. The tender shall be submitted through the above e-Tender website as a two-envelope tender.

E-Envelope 1 (application for eligibility) shall be uploaded with:

1. Earnest Money Deposit (EMD) : In the form of Demand Draft /Bankers Cheque drawn from any nationalized bank in favour of Director IIITDM Kurnool payable at Kurnool. Hard copy to be sent to Purchase section, IIITDM Kurnool within 5 working days of bid submission end date.

2. Details regarding Experience and financial standing.

The following documents in support of Experience and financial standing shall be uploaded with the application for eligibility.

- a) Work Orders and relevant completion certificates for the client organization.
- b) Banker's certificate from the bankers of the applicant
- c) Financial information in the form – 'A' enclosed
- d) Details of similar works carried out in the past in form – 'B' enclosed.
- e) Performance report of works referred to in form 'B' enclosed.
- f) GST Registration certificate
- g) Letter of Transmittal
- h) Undertaking for the Tender Fee and EMD- Annexure-I
- i) Undertaking the terms and conditions-Annexure-II
- j) Undertaking for the not to sublet the work-Annexure-III
- k) Minimum workforce support required for the Part-A Works-Annexure-IV
- l) Declaration as enclosed in Annexure VI,VII,VIII & Annexure IX.

3. The tender for the work with various conditions, specifications, and drawings, etc.

E-Envelope 2 (financial bid) shall be uploaded with:

4. The spreadsheet containing the Bill of Quantity can be downloaded from the above website, and the same shall be uploaded to the e-Tender website after filling in the rates. The file name of the spreadsheet document, which is downloaded from the e-Tender website, should not be changed in any case.

4. OPENING OF e-TENDERS

- 4.1. e-Tenders can be uploaded to the e-tender website till the stipulated Date and time of submission.
- 4.2. e-Tenders of only those tenderers who have deposited Earnest Money Deposit in the prescribed form and other documents scanned and uploaded are found in order will be opened as per schedule.
- 4.3. **Tender Fee:** Nil
- 4.4. **EMD of Rs. 1,00,000/- (Rupees one Lakh Only)** : In the form of Demand Draft /Bankers Cheque drawn from any nationalized bank in favour of Director IIITDM Kurnool payable at Kurnool. Hard copy to be sent
- 4.5. **Bidder shall submit Original Demand Draft/Bankers Cheque pertaining to EMD** to the Purchase section, IIITDM Kurnool, Jagannathagattu, Kurnool, Andhra Pradesh – 518008 within 5 working days of bid submission end date.
- 4.6. Eligible Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

- 4.7. The bidders who seek exemption from Tender fee/EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.
- 4.8. The tender document containing the eligibility application & EMD will be opened on the Date of opening of tender, terms, and conditions, payment conditions, etc.
- 4.9. Tender Documents uploaded without valid EMD shall be summarily rejected.

5. EVALUATION OF APPLICATIONS FOR ELIGIBILITY.

- 5.1. The applications received shall be evaluated for eligibility to take part in the tendering process by a two-stage system.
- 5.2. The applications will be evaluated for conformity to the eligibility criteria prescribed in 2.1 & 2.2.
- 5.3. The Indian Institute of Information Technology Design and Manufacturing reserves the right to restrict the list of eligible Tenderers to any number deemed suitable.
- 5.4. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he has:
 1. Made misleading or false representations or deliberately suppressed the information in the forms, statements, and enclosures required in the application for eligibility.
 2. Record of poor performance such as slow work progress, abandoning work, not properly completing the Contract, or financial failures/ weaknesses, etc.
- 5.5. A list of eligible applicants whose financial bids will be opened shall be prepared and all concerned shall be intimated.
- 5.6. IIITDM Kurnool reserves the right to accept or reject any application, annul the qualification process/e-tender process, and reject all applications at any time without assigning any reason or incurring any liability to the applicants.
- 5.7. Earnest Money Deposit (EMD):

The Earnest Money of the successful Tenderer will be returned without interest after submission of the requisite Security Deposit. EMD of unsuccessful bidders shall be refunded without interest within 30 days after the finalization/ award of contract/order.

6. INFORMATION AND INSTRUCTIONS TO APPLICANTS

6.1. Definitions:

The following words and expressions have their meaning hereby assigned to them.

1. EMPLOYER means **IIITDM Kurnool**
2. APPLICANT means individuals, proprietary firms, firms in partnership, limited companies – Public Corporations
3. Engineer-in-charge means Junior Engineer Civil
4. Officer In charge means Junior Engineer Civil, IIITDM Kurnool for technical and daily works inspecting and monitoring.
5. Tender means “**e-Tender**” which will be submitted online through the dedicated website.

6.2. Information and Instructions

1. The applicant must visit the site of work at his own cost, examine it and its surroundings and collect all information that he considers necessary for proper assessment of the prospective assignment.
2. All information called for in the enclosed forms should be duly filled in, signed, scanned, and uploaded along with the e-Tender. If additional information needs to be uploaded in a separate document, reference to the same should be given against respective columns.

- Such separate documents shall be chronologically uploaded to the e-Tender website. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If any particulars/query are not applicable in the case of the applicant, it should be stated as 'not applicable'.
3. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms making changes in the prescribed forms, or deliberately suppressing the information may result in the applicant being summarily disqualified.
 4. The applicant may provide any additional information, which he thinks is necessary to establish his capabilities to complete the envisaged work. However, the applicants are also advised not to upload superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted unless it is called for by the Institute.
 5. Applications send by email, fax, post, or by the person will not be considered.
 6. Clarifications, if any, or any additional information needed may be requested in the **Pre-bid meeting**. The clarifications given and additional information furnished by IIITDM Kurnool during the pre-bid Meeting will form part of the Contract. The corrigendum, and Addendums if any issued will be uploaded to the Institute website and e-Tender website.
 7. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
 8. Tenderers can upload documents in the form of JPG/JPEG format and PDF format. The size of the individual file should not exceed more than 5MB.
 9. Tenderers are requested to comply following instructions:
 - I. After submission of the online Bid the Tenderer can re-submit the revised online bid any number of times but before the last Date and time of submission of tender as notified.
 - II. While submitting the revised Bid, Tenderer can revise the rate of one or more item(s) any number of times (he need not re-enter the rate of all the items) but before the last time and Date of submission of tender as notified.
 10. The Percentage must be quoted in decimal values.
 11. The cell meant for quoting percentages in figures appears in cyan. In addition to this, cells containing options like Excess / less which is to be selected by the Tenderer, accordingly the amount quoted shall be calculated automatically. While selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if a cell is left blank and no rate is quoted by the bidder, the rate of such item shall be treated as "0" (ZERO).
 12. The tender submitted shall become invalid if:
 - i. The Tenderer is found ineligible.
 - ii. The Tenderer does not upload all documents as stipulated in the tender document, including the undertaking about the deposition of the original Demand Draft (EMD) of the scanned copy of the EMD uploaded. Original hard copy of EMD Demand Draft/ Bankers Cheque is to be sent to Purchase section, IIITDM Kurnool within 5 working days of bid submission end date, failing which bid shall be rejected.

6.3. Authority to sign the application:

1. If an individual makes the application, he shall sign it above his full type-written name and current address.
2. If a proprietary firm makes the application, it shall be signed by the proprietor (with a seal) above his full typewritten name & the full name of his firm with its current address.
3. If a firm in partnership makes the application, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or by a partner holding power of attorney for the firm in which case a certified copy of a power of

- attorney shall accompany the application. A certified copy of the partnership deed and the current addresses of all the firm partners shall also accompany the application.
4. Suppose a limited company or a corporation makes the application. In that case, it shall be signed by a duly authorized person holding power of attorney for signing the application. A certified copy of a power of attorney shall accompany the application. A limited company or corporation may be required to provide satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of Association duly attested by a public notary.

6.4. Clarification on the Tender document

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email to jecivil@iiitk.ac.in & purchase@iiitk.ac.in with a copy to registrar@iiitk.ac.in up to the date of the pre-bid Meeting. All clarifications will be provided along with the minutes of the pre-bid Meeting. No further communication regarding clarification/queries will be entertained after the pre-bid Meeting.

6.5. Pre-bid meeting

The Tenderer or his authorized official representative is invited to attend a Pre-bid meeting in the Mini Conference room with the tender inviting authority on 02-01-2025 at 15.00 Hrs in Hybrid Mode. The meeting link is given below. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that Meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer.

Pre bid meeting link:

Pre Bid Meeting - Horticulture AMC at IIITDM Kurnool

Thursday, January 2, 2025 · 3:00 – 3:30pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/dfx-cryg-uks>

Or dial: (US) +1 218-301-2476 PIN: 848 140 013#

6.6. Amendment to tender documents

Before the deadline for submission of tenders, the tender document may be modified by the issue of an addendum/corrigendum. Any Addendum/corrigendum issued shall be part of the Tender Documents and shall be uploaded to the e-Tender website only. To give prospective Tenderers reasonable time in which to take the Addendum/Corrigendum into account in preparing their tenders, an extension of the deadline for submission of Tenders may be given as deemed necessary by IIITDM Kurnool.

6.7. SITE VISIT

The bidder is advised to visit the site of work by taking permission from Registrar, at their own cost, and examine it and its surroundings to satisfy them self and collect all information that is necessary for proper assessment of the prospective assignment.

6.8 Instructions for filling up the forms, 1, A,B, Annexure, I to IX

1. Financial Information

The applicant should furnish the Annual financial statement for the last 3 (three) years in Form A.

2. Information about work.

List all works of similar class successfully completed during last the 5 (FIVE) years in Form B with contact numbers, for ease of verification and to consult.

3. Information about the organization

The applicant is required to submit the following information in respect of their organization.

1. Name and postal address including telephone number, mobile number and Email IDs etc. Copies of original documents defining the legal status, place of registration and principal places of business.
2. Names and titles of Directors and officers to be concerned with the work, with the designation of individuals authorized to act for the organization.
3. Information on any litigation/arbitration in which the applicant was involved during the last 5 (Five) years including any current litigation/arbitration in process.
4. Authorization for the employer to seek detailed references from clients to whom work was carried out.
5. Number of technical and administrative employees in the parent company, subsidiary company and how these would be involved in this work.

4. Letter of Transmittal

The applicant should submit the letter of transmittal as per the format attached.

7. OPENING OF FINANCIAL BIDS

7.1. The technically qualified applicants' financial bids (Tender) will be opened on the Date and time to be intimated later by uploading on Institute website. (www.iiitk.ac.in)

7.2. Agreement shall be drawn with the successful Tenderer on prescribed Form No. CPWD 7 which forms part of e-Envelope 2 (Financial Bid)

Details to be furnished by the Contractor.

Sl. No	Description / Requirement from the tenderer	The tenderer's response should be clear, firm, complete & legible. If necessary, a separate sheet shall be used.	Page No (Must be filled)
1	Name & Complete address of the tenderer with contact details:		
2 (a)	Details of EMD (should be in the form of DD/BC) Demand draft / Bankers Cheque No. Amount Rs. Bank Details:		
2 (b)	MSME/NSIC Registration No: Company Name & Address: Validity: Product for which registered:		
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited		
4	Details of Contract Registration with Govt. depts. Class and value		
5 (a)	Details of PAN		
5 (b)	Employees Provident Fund Registration:		
5 (c)	Employees State Insurance Registration:		
5 (d)	GST Registration:		
6	Work Experience Certificate		

Note: Self-Attested copies of relevant certificates for items 2-5 are to be enclosed

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We also authorize IIITDM Kurnool to approach the source of the certificate to verify genuinity of the document and our competence, if required, for processing the tender.

8. SCOPE OF WORK

AREA TO BE COVERED AND SCOPE OF WORK:

The area to be covered is approximately 40 acres (For S.No. 1-7).

The scope of work includes removal/dozing/ cleaning unwanted weeds in and around 12 acres (S.No. 7) that will not come under Horticulture/landscaping /gardening developed area.

Annual Maintenance Contract Horticulture/Landscape/Gardening Works which include men, material and machinery at IIITDM Kurnool Charges towards Rendering Annual Maintenance services as mentioned below:

S.No.	Description of Item	Units	Quantity*
1.	Maintenance of Lawn	SQM	12000
2.	Maintenance of Trees of age upto 4 years	No's	1000
3.	Maintenance of Trees of age above 4 years	No's	173
4.	Maintenance of Shrubs	No's	150
5.	Maintenance of Hedges	SQM	2600
6.	Maintenance of Earthen Potted plants	No's	1500
7.	Removal of weeding and unwanted grass in Open spaces, Substations, Playgrounds and other areas	Acres	12

*The above details are approximate and may vary +/- 10%

Note:

- a) Currently, three gardeners working at IIITDM Kurnool under the Unskilled Category on outsourcing basis shall have to be taken over by the Contractor.
- b) Compliance of applicable Govt. Rules/Laws etc and Statutory payments like ESI/EPF etc., shall be the responsibility of the Contractor.
- c) Minimum 10 numbers of manpower including Supervisor (with requisite educational qualification in Horticulture) must be maintained. However, for functional requirements, to maintain horticulture works as per scope, contractor shall have to deploy additional manpower without extra cost to the Institute as & when required. The price quoted by the bidder shall be inclusive of manpower wages & all other charges for the scope of work excluding only employer share of ESI & EPF for manpower deployed by contractor at IIITDM Kurnool, which shall be reimbursed additionally on actuals by IIITDM Kurnool after production of payment proof/challan.

S. No	AREA	WORK	FREQUENCY
1	Ornamental trees, shrubs, foliage, hedges, turfs, ground covers climbers and creepers	Weeding	Regular Basis
2	Landscaped site.	Cleaning	Regularly/as and when required
3	Ornamental trees, shrubs, foliage, hedges, climbers and creepers.	Soil loosening	Weekly basis
4	Turfs	Dethatching/ scraping	Annually
5	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers.	Organic/ Chemical Fertilization	Minimum 2 times/year or accordingly
6	Semi-mature and mature ornamental trees	Organic/Chemical Fertilization	Half yearly

7	Turfs Chemical	Fertilization	8-10 weeks interval
8	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers.	FYM	Minimum 2 times/ year or accordingly
9	Semi-mature and mature ornamental trees	FYM	Half yearly
10	Turfs	FYM	Minimum 2 times / year or accordingly
11	Landscaped sites	Irrigation / Watering	Regular & requirement basis
12	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers	Irrigation	Regular & requirement basis
13	Ornamental tree, shrubs, foliage, landscaped sites, hedges, climbers, creepers.	Anti-termite treatment by Imidacloprid 17% SL or As per Specialist advice	As per requirement
14	Shrubs, foliage, hedges, turfs, climbers and creepers.	Trimming /pruning / Training	Regularly.
15	Big trees / palms / foliage plant medium trees, small trees	Trimming / Pruning, training and Staking	Regularly.
16	Big trees/ palms	Basin maintenance	Regularly basis
17	Turf	Mowing	On need basis to maintain the lawn height at 15- 40 mm. followed by cleaning of lawn by removing grass clippings. Ensure that no more than 1/3 of the leaf blades are removed per mowing.
18	Landscaped sites	Washing	Regular basis
19	Overgrown vegetation / grass (Jungle cleaning – anywhere in the premises)	Trimming	Regular Basis

8.1 The Operation & Maintenance services micro irrigation system shall include but not be limited to the, following:

- a. Maintenance of the equipment and preventive maintenance by the recommendations of the equipment manufacturers. Wherever there is no specific recommendation from the manufacturers, the preventive maintenance shall be carried out as per BIS guidelines and best industry practices.
- b. Preparing maintenance schedules and carrying out maintenance as per the O&M manual to be prepared by the Contractor and reviewed by the Employer's Representative.
- c. The schedules will be drawn monthly/half yearly and yearly and where required.
- d. The scope of services includes flushing of mainline, sub mains, and drip lines and cleaning of sprinklers, solenoid valves valve boxes, and other related work.
- e. The scope of services includes inter alia cleaning of all electrical & mechanical equipment, checking working relays, meters, indications lamps, tripping mechanisms of breakers, switches, controllers, and other works related to preventive maintenance.

- f. Spare parts due to faulty operation are included in the scope of the contractor.
- g. Maintaining historical records of preventive maintenance is included in the scope.
- h. Consumables, tools & tackles required for carrying out preventive maintenance are included in the scope.

The Contractor shall carry out all maintenance tasks including both regular and unscheduled maintenance to ensure that irrigation systems are operating reliably and efficiently to deliver the irrigation water to the planted areas.

8.2 Maintenance of the irrigation application systems shall include but not be limited to the following items:

- a) Pipe-work: Maintenance of all lateral irrigation pipes downstream of the main distribution pipes.
- b) Application devices: Solenoid valves, pop-up sprayers and sprinklers, drip emitters and drip lines.

8.3 Maintenance Procedure:

The Contractor shall perform regular scheduled periodical maintenance by an agreed schedule with the officer in charge, which shall be submitted for approval but shall be subject to revision and re-submission whenever necessary. The following table lists the minimum requirements for scheduled maintenance tasks:

Sr. No.	Activities to be done by the contractor	Monthly
1.	Checking of Pumping of the system	✓
2.	Cleaning & Flushing of Screen	✓
3.	Checking of Irrigation Controller.	✓
4.	Checking of Valves, QCV, and ARV	✓
5.	Checking of Solenoid valves, and Cables	✓
6.	Cleaning of Valve chambers and Valve boxes	✓
7.	Checking & Flushing of Mainline & Drip Lines	✓
8.	Checking & Adjusting of Sprinkler	✓
9.	Overall functioning of the system.	✓
10.	Checking of Electrical Components related to the Pumping system	✓

8.4 Maintenance Tasks

The Contractor shall be responsible for the maintenance of every component of the irrigation systems. Maintenance shall include but not be limited to the following:

- a) The Contractor shall check all the sprayers and sprinklers every month to confirm that the system is giving proper spray coverage to the grass.
- b) The Contractor shall be responsible for the drip-line position and shall ensure adequate water supply to the root zone of the plants. The drip lines shall be adjusted every week where needed. Any leakage or breakage of the drip line shall be rectified daily.
- c) Solenoid valves shall be checked every month for smooth operation. The Contractor shall be responsible for checking the operation of the valves regularly and if the solenoid coil is short-circuited, the coil shall be replaced.

- d) The pressure regulator shall be adjusted if there is any variation in the pressure setting. For sprinkler valves, the pressure is to be set at the required pressure after confirming the type of sprinkler being used and their operating pressure requirement.
- e) The Contractor shall be responsible for cleaning entire valve chambers and valve boxes and ensuring that they remain dry. This shall be done every month.
- f) Laterals and drip lines shall be flushed every month when the system is in operation and when pipelines are under pressure. The flush valve shall be opened, and the water is to be drained through a flexible pipe. Drip lines are also to be flushed by opening the end plugs and to be left open for at least 2 to 5 minutes.
- g) System pressure and the sprayers, sprinklers, bubblers, drippers, solenoid valves, air vent valves, quick coupling valves, etc. shall be monitored every month to detect any leakage in the pipelines.

8.5 Method Statement for Maintenance:

Below are the procedural requirements for the maintenance of the Irrigation system.

8.5.1 Checking Pop-Up Sprinkler Heads

A Pop-up can get clogged from the impurities in the water and hence checking of the Pop-Up's head section vise every week shall be done. If the flow is not smooth the filter in the spray head shall be removed and cleaned. If the problem persists the point of connection shall be checked.

8.5.2 Checking of Irrigation Controller

The irrigation of the controller shall be checked every month for smooth operation. It should be programmed as per the climatic conditions to have the best possible usage of available water. Its battery shall be checked once a month to save the programming in case of power failure due to any reason.

8.5.3 Checking of Solenoid Valves:

Solenoid valves shall be checked every month for smooth operation. Sometimes because of impurities in the water, the diaphragm will not seat properly and the valve will be open continuously. In such a case, the bonnet shall be removed and cleaned from the inside. There are chances that the solenoid coil can get short-circuited in which case it shall be replaced.

8.5.4 Cleaning of Valve Chambers and Valve Boxes:

All the valve chambers and boxes shall be cleaned every month and kept dry.

8.5.5 Overall Functioning of the System:

The system pressure and bubblers, drippers, and solenoid valves shall be monitored every month to detect any leakage in the pipelines.

8.6 Method Statement for Operation:

The following steps are to be carried out to ensure the smooth operation of the system:

- i. Check the water level in the reservoir.
- ii. Check the irrigation controller for any faulty signal.
- iii. Check the system pressure in the discharge header of the Pump.
- iv. Check the inlet and outlet pressure of the filter in the pump station.
- iv. Check any leakage in the pump station.
- v. Check any leakage in the screen filter and sand filter.
- vi. Check any leakage on the main line or in any of its components.
- vii. Check the functioning of sprayers/ sprinklers, bubblers, and drip emitters.
- viii. Check the overall functioning of the system.

8.7 Operational Programme

The controller program and valve schedules shall be prepared and submitted by the Contractor for the approval of the Client. These schedules shall be prepared and are to be submitted one month before the commencement of each season.

8.8 Materials

All materials used for maintenance of the irrigation system, including spare parts and consumables, shall be of the highest quality from one of the leading manufacturers and shall be subject to the Client's prior approval. The cost of spares shall be paid extra at unit rates agreed. Delivery challans for the material brought into IIITDM Kurnool Campus, duly endorsed by security & JE (Civil), shall be submitted along with bills.

8.9 Response time:

8.9.1 Maintenance

The Contractor shall meet all maintenance programs as detailed in the Tender Documents and subsequently approved schedules and programs.

8.9.2 Emergency Works

The Contractor shall respond as quickly as possible and in any case within the time scale defined below for emergencies.

Sr. No.	Works Description	Minimum Respond time
1	Any burst pipe or other Significant water leakage.	The leakage is to be stopped and rectification works to commence if practically possible relative to the leakage condition within 24 hours of the event being identified by or verbally intimated to the Contractor
2	Equipment/ infrastructure Malfunction.	Rectification work is to commence within 24 hours of the conclusion of the malfunctioning of the system. •All major obstructions or dangerous resultant effects are to be rectified within 48 hours. •Removal of broken branches and debris to be completed within 48 hours.

List of minimum tools and equipment to be maintained by the contractor for the carrying out the maintenance of Horticulture works

Name of the equipment /item	Specification	Quantity Nos.
Lawn Mower	Electric (single phase 230 volts, 16'' blade, cutting height 20-75mm. As specified by the Specialist	4
Secateurs	Teflon-coated high carbon steel cutting blade, sturdy aluminium alloy steel handle. As specified by the Specialist	30
Weeding hoe/Khurpi	--	30
Pruning/hedge Shear	7''cutting blade, As specified by the Specialist	10
Branch Cutter	Teflon-coated sturdy handle, As specified by the Specialist	6
Sprayer –	--	2
Garden pipes ¾	--	Where ever required
Watering cans (5 ltrs)	--	4
Mobile Sprinklers	--	Where ever required

Ghamela	--	20
Spades	--	20
Crowbar	--	6
Garden Rakes	--	10
Garden knife	--	10
Sickle	--	20
Garden Trolley	--	2
Others	--	--

COMMENCEMENT OF WORK: The Successful Bidder should start the work from 01.03.2025 or any other date as mentioned in the Contract. In case, it is found that the work has not been taken up from the date as mentioned above, the IIITDM Kurnool, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted bidder with the same terms and conditions.

9. GENERAL TERMS AND CONDITIONS

1. The bidder shall be responsible for the maintenance of the landscaping services which shall include, but not limited to the replacement of the dead or dying plants, trimming and pruning of plants, implementing and growth of the plants at its own cost, maintenance of turf area including irrigation, weeding, mowing, cleaning, manure / fertilizer application, plant protection, replacement of dead or dying grass/turf area & pesticide / fungicide during the maintenance period including required deployment of machinery, tools and tackles & manpower to attend and maintain services including up keep of irrigation system.
2. The work of gardening services shall be required on all days in a month irrespective of holidays and the manpower deployed for this work should be prepared to work in shifts as required.
3. Bidder shall do mortality replacement immediately by procuring plant of the same specifications at their own cost under intimation to IIITDM Kurnool.
4. Organic Fertilizers are to be preferably used in the campus for the growth of Plants.
5. All spraying of pesticides and fertilizer applications will be performed at optimum temperatures and wind drift negligible. No pesticide/ fertilizer/manure will be applied to landscape areas without the express approval of IIITDM Kurnool.
6. Maintenance of potted plants both indoors and outdoors available at IIITDM Kurnool as per detailed specification, all including watering daily, changing the location of indoor pots as required or directed, maintenance of pots at all as per specifications and directions of IIITDM KURNOOL. Jungle clearance activity: Clearing jungle, including uprooting of rank vegetation, grass, brush wood, removal of parthenium weeds and other unwanted plants/tall weeds, at ground level, clearing trees/saplings of girth up to 30 cms measured at a height of 1m above ground level, removal of vegetation in rain water drains of roads, dressing the berm of road side etc. including disposal of rubbish at a distance of 50M, all as per detailed specification and as per instructions of the IIITDM KURNOOL.
7. Basin preparation, weeding, soil loosening, branches pruning, fertigation & other horticulture practices to be done at regular intervals and also as suggested by IIITDM KURNOOL.
8. Removal of dry refuse and wet refuse obtained on cutting of lawn, trimming of plants, trees and from other horticultural services should dispose-off far away from campus within 2 to 3 days. IIITDM Kurnool whenever, before the refuse is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
9. The Bidder has to inform the details of manpower deployment to IIITDM Kurnool along with their qualification and ensure proper attendance and weekly off of the manpower deployed. The Bidder shall be fully responsible for prevalent labour contract laws for the manpower deployed and ensure

that this does not become an excuse in effective daily routine service.

10. It will be the responsibility of the Bidder to provide minimum manpower and to arrange a suitable substitute of manpower in time. The Bidder shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Bidder shall make alternate arrangement immediately, failing which a penalty, as described under clause 15 will be imposed.
11. The Bidder will be required to depute one of its representatives as may be needed to supervise and guide the workers for proper execution of the work as per directions/instructions laid out by the Engineering & Maintenance Unit of IIITDM Kurnool
12. The condition of operation and maintenance of Quick Coupling valves, hose pipe connector and hose pipe are to be reviewed by the bidder.
13. The repair of damages occurring (if any) to Irrigation system during horticultural operation is responsibility of bidder.
14. The bidder shall manage the use of irrigation water in an optimum manner to ensure the healthy growth and maintenance level of the plants, providing a high level of appearance.
15. The bidder shall be responsible for protection of sprinklers, placement of drip lines in their original position after each horticulture operation.
16. Sewage Treatment Plant water can be utilized by the bidder for the purpose of Horticulture. In case STP water level is dropped, bidder shall make arrangements of temporary water storage Tanks where water can be filled through Water Tankers arranged by IIITDM Kurnool. **For providing water (including STP water) by IIITDM Kurnool, 1.50% of the monthly bill will be deducted as from the contractor's bill as water charges (inclusive of GST).**
17. All plants shall be maintained in a well-watered and healthy state at all times.
18. If the Successful Bidder has an existing contract with IIITDM Kurnool, for Operation & Maintenance of Horticulture/ Landscape it shall stand automatically terminated and the new contract will commence.
19. The Bid document shall be read in conjunction with GCC (General Conditions of Contract) laid down in the CPWD manual and the applicable specifications of CPWD.
20. Rates quoted by the Bidder shall be inclusive of all charges (Labour, GST, insurance etc.). Income tax and all other statutory deductions, will be deducted from the bill as per the prevailing rules.
21. IIITDM Kurnool reserves the right to reject any or all the bids without assigning any reason.

REFUND/FORFEITURE OF EMD:

- a. At the time of tender submission, the scanned copy of the **EMD for Rs 1,00,000/-** shall be uploaded, & hard copy to be sent to Purchase section, IIITDM Kurnool within 5 working days of bid submission end date failing which the tender shall be rejected.
- b. Tender for the work shall remain open for acceptance for 180 days from the date of opening of the Tender.
- c. If the lowest tenderer withdraws his tender before the said period or issue of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender that are not acceptable to the Institute, then IIITDM Kurnool, shall without prejudice to any other right or remedy, be at liberty to forfeit 100 % of the said earnest money.
- d. After submission of Security Deposit/ Performance Guarantee by successful bidder, EMD will be returned without interest.

10. MANPOWER DEPLOYMENT

The contractor shall register himself as a Contractor under the Contract Labour (Regulation and Abolition) Act 1970 and deploy manpower as required.

Employee Compensation: The contractor has to pay amounts, in case of any accident / injuries to the personnel employed by them during the business time. The contractor alone is liable for workmen's compensation and any other statutory dues. Institute is not liable for payment of any such amount.

Employees Status: The personnel's employed by the contractor will be their own employees and the Institute shall have no onus regarding their employment status. The Institute shall have the rights to

ask for removal of any person who is not considered to be competent and orderly in the discharge of duties. Workers will not be allowed to stay & sleep inside the Institute premises. The Vendor will make arrangements for their stay outside the Institute.

Compliance of Statuary Rules & Regulations: The contractor shall comply with all prevailing Labour laws/ Municipal Laws & Statutory requirement of Central/ State Government organizations. In case of non- adherence, they will be fully responsible for the consequences arising out of the same. The Institute in no way will be responsible for the same.

Manpower to be deployed under Contract: As per Scope.

STATUTORY OBLIGATIONS: The Bidder shall strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfil these statutory obligations. The successful bidder shall indemnify IITDM Kurnool against all such liabilities which are likely to arise out of the Contractor's failure to fulfil such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection.

11.INSURANCE:

Contractor shall ensure insurance to all the workers employed by them as per applicable rules.

12.MODIFICATION OF TERMS AND CONDITIONS

The IITDMKNL with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

13.OBLIGATIONS OF IITDM KURNOOL

- a) That in consideration of the services rendered by the contractor as stated above, he shall be paid on monthly basis.
- b) That the Work Order amount has been agreed to be paid by IITDM Kurnool to the contractor as per payment norms after deducting water charges and statutory deductions, taxes, etc.
- c) The Performance Security / Security Deposit will be refunded to the contractor without interest within three months of the expiry of the contract only on the satisfactory performance of the contract to be certified by the officer authorized by Director, IITDMKNL.
- d) Payment to the Contractor shall be made through online Cheque/RTGS/NEFT only for the service rendered.

14.INDEMNIFICATION

- a) That the contractor shall keep IITDM Kurnool indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters into a dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IITDM Kurnool is made a party and is supposed to contest the case, IITDM Kurnool will be reimbursed the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the contractor to IITDM Kurnool on demand. Further, the contractor shall ensure that no financial or any other liability comes on IITDM Kurnool in matters of any nature whatsoever, and shall keep IITDM Kurnool indemnified in this respect.
- b) That the contractor shall keep IITDM Kurnool indemnified against any loss to the property and assets of IITDM Kurnool. IITDM Kurnool shall have the right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

15. PENALTIES/LIABILITIES

- a) That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the contract may be terminated, the security deposit will be forfeited and the work may be got done from another agency at their risk and cost.
- b) A penalty of Rs. 1,000/- per day will be levied in the case of supply of less than minimum manpower deployed by the contractor.
- c) If the contractor violates any of the terms and conditions of this tender/agreement or commits any fault or the services are not to the entire satisfaction of officer authorized by The Director, IIITDM Kurnool on his behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
- d) The security deposit shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of a breach of the agreement by the Contractor.
- e) Contractor shall do mortality replacement immediately by procuring plant. In case the contractor fails, penalty will be imposed by the Institute norms.
- f) If a bidder secures a penalty 6 times, the contract shall be liable to be cancelled and the firm will be put in to the black list.

16. RESOLUTION OF DISPUTES

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh or any other officer nominated by the Director, IIITDM Kurnool, Kurnool, Andhra Pradesh for arbitration, whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard.

17. TERMINATION OF THE CONTRACT

The contract may be terminated in any of the following contingencies: -

- a. On giving three months' notice by the Agency **OR** the Institute
- b. On the expiry of the contract, without any notice **OR**
- c. On giving one-week notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
- d. On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
- e. On assigning of the contract or any part thereof or any benefit or interest therein or thereunder by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party without prior written consent of IIITDM Kurnool. Provided that, during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging its duties as before till the expiry of the notice period.

In case of termination of the contract on the grounds mentioned at **Sr. Nos. (c, d & e)** above OR in case the Agency decides to conclude the contract before the expiry of 12 months contract period without giving three months' notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Security Deposit held with the Institute and

the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

18. MODE OF ISSUE OF NOTICE

Any notice sent by Registered/Speed post only by either party to the addresses recorded in the contract shall be deemed to have been properly served for any of the purposes mentioned herein.

19. LOCATION FOR THE SERVICES

The bidders may note that the items/services covered by this document are required at:

**IIITDM KURNOOL,
JAGANNATHAGATTU, DINNIDEVARAPADU VILLAGE,
KURNOOL – 518008. KURNOOL DISTRICT,
ANDHRA PRADESH.**

20. BID VALIDITY OF BOTH TECHNICAL AND FINANCIAL BIDS

- a) Both the technical and financial bids shall remain valid for a period of 180 days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- b) In exceptional cases, the Bidders may be requested by the Institute to extend the validity of their Bids up to a specific period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and also needs to extend the validity period of the Bid Security accordingly.
- c) In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for IIITDM Kurnool, the Bid validity shall automatically be extended up to the next working day.

21. SECURITY DEPOSIT/PERFORMANCE GUARANTEE:

After award of Contract, bidder has to submit Performance Guarantee/Security Deposit @ 5% of Contract Value within 15 days of issue of Order.

22. PAYMENT

- a) Equated monthly payment after completion of monthly service and acceptance by IIITDM Kurnool, subject to submission of Performance Security/Security Deposit .The bidders may note that other modes of payment like advance payment are not considered. Additionally, contractor will be reimbursed only employer share of ESI & EPF for manpower deployed at IIITDM Kurnool, on actuals after production of payment proof/challan.
- b) Monthly payment will be made within 15-20 days of proper submission of bills in all respects by the contractor to the estate section. The bill shall include Invoice in triplicate, work done report with details of manpower deployed , the wages paid to manpower & proof of payment of Statutory liabilities (like ESI, EPF, GST), letter of Acceptance of work done by the Engineer In Charge.
- c) The Agency shall also be liable for payment of all taxes, levies, cess, etc. on account of services rendered by it to IIITDM Kurnool, to the tax collection authorities concerned from time to time as per extant rules and regulations on the matter.
- d) The Income Tax (T.D.S.) & applicable taxes/levies shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IIITDM Kurnool to the agency.
- e) All bills should be submitted on printed forms, duly signed and pre-receipted in triplicate.
- f) No other Charges shall be admissible during the term of the contract.

23. JURISDICTION

- a) This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to executive jurisdiction of the Indian Courts at Kurnool.
- b) The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kurnool Jurisdiction only.
- c) The contracting agency and the IIITDM Kurnool shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction. The resultant contract will be interpreted under Indian Laws.

24. FORCE MAJEURE

- a) Any deficiency/delay in service due to Force Majeure will not be attributable to the Service provider. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption, or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Vendor or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the service provider for a period exceeding a continuous period of 7 (seven) days.
- b) IIITDM Kurnool may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failures to perform its obligations under the contract, is the result of a force majeure.
- c) If the due date of submission of tender/tender opening is declared a holiday for the Institute, the due date for submission of tender/tender will be extended to the same time on next working day.

25. ACCEPTANCE OF THE TERMS AND CONDITIONS OF TENDER DOCUMENT

The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

26. INTERPRETATION OF THE CLAUSES IN THE TENDER DOCUMENT

In case of any ambiguity/dispute in the interpretation of any of the clause in this tender document, interpretation of the Director IIITDM Kurnool shall be final and binding on all parties. The IIITDM Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Registrar

14. FORMS

1. LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned, and uploaded along with e-Envelope 1 by the Tenderer)

To
Registrar
IIITDM Kurnool

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.

Sir,

Having examined the details given in the notice inviting qualification application and tender and the qualification documents for the above work, I/We hereby apply for eligibility and the tender (financial Bid) for the work duly filled in.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I/We submit the requisite solvency certificate and authorize the Registrar, IIITDM, Kurnool to approach the bank concerned to confirm the correctness of the certificate. I/We also authorize the Registrar, IIITDM Kurnool to approach individuals, firms, and corporations to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how, and capability for having completed the following works.

Name of work

Certificate from

5. I/We certify that the tender document uploaded is the replica of the document published by the IIITDM Kurnool and no alterations and additions have been made by me/us in the e-tender document.
6. I am / We are aware that the Financial Bid submitted by me/us will not be opened if I/We do not become eligible after evaluation of my/our application for eligibility.
7. The Original Demand Draft (EMD which was/were scanned and uploaded in the e-tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the lowest Tenderer within a week of the opening of the financial Bid otherwise department may reject the tender
8. I/we certify that, the declaration as enclosed in Annexure VII & Annexure VIII which were scanned and uploaded while submitting the e-Tender.

Seal of the Tenderer
Date of submission

Signature of the Tenderer

FORM 'A'

FINANCIAL INFORMATION

(To be duly filled, signed, scanned, and uploaded along with e-Envelope 1 by the Tenderer)

1. Financial Analysis –

Details to be furnished duly supported by figures in the Balance Sheet / Profit and Loss Account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be uploaded separately).

Year ending 31st March 2024

Sl. No.	Details	Year ending 31 st March 2024		
		2022	2023	2024
1	Gross Annual Turnover			
2	Profit (+) / Loss (-)			

2. Financial arrangement for carrying out the proposed work.

3. Income Tax PAN details (to be enclosed separately)

4. Solvency certificate from Bankers of Applicant (to be enclosed separately)

SIGNATURE OF APPLICANT (S)

FORM 'B'

(To be duly filled, signed, scanned, and uploaded along with e-Envelope 1 by the Tenderer)

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS
ENDING BY 31st March 2024.**

SI No	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work	Date of commencement as per Contract	Stipulated Date of completion	Actual Date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* Indicate the Number of works carried out.

** Indicate the gross amount claimed and the amount awarded by the Arbitrator

Signature of Applicant(s)

TENDER FEE & EMD PAYMENT DETAILS

To
Registrar
IIITDM kurnool

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.

Sir,

We, the undersigned, declare that the Tender Fee & EMD is submitted as per the tender document and the payment details are as given in the table below.

Particular	Amount	Demand Draft/Bankers Cheque No. & issuing bank details	Payment Date
Tender Fee	NIL	NA	NA
EMD	₹ 1,00,000/-		

Note: EMD to be submitted in the form of Demand Draft /Bankers Cheque drawn from any nationalized bank in favour of Director IIITDM Kurnool payable at Kurnool. Hard copy to be sent to Purchase section, IIITDM Kurnool within 5 working days of bid submission end date.

Signature and Seal of the Bidder:

Date:

UNDERTAKING FOR TERMS & CONDITIONS

To,
Registrar
IIITDM Kurnool

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.

Sir,

I/We hereby offer to carry out the work of the **Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.**

I/We hereby confirm and declare that I / We have carefully read, understood & complied with the above-referred tender document including instructions, terms & conditions, scope of work, schedule of quantities, and all the contents stated therein. I/We also confirm that the rates quoted by me/us are inclusive of all taxes, duties, etc., applicable as of date.

I/We agree to execute all the work referred to in the said documents upon the terms & conditions contained in the tender document.

Signature and Seal of the Bidder:

Date:

FORM OF UNDERTAKING FOR NOT TO SUBLET THE WORK

To,
Registrar
IIITDM Kurnool

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.

Sir,

Concerning the above, I hereby undertake not to sublet the work cited above if the work is allotted to me.

Signature and Seal of the Bidder:

Date:

UNDERTAKING FOR MINIMUM WORKFORCE SUPPORT REQUIRED FOR MAINTENANCE WORKS

To,
Registrar
IIITDM Kurnool

Sub: Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.

It is certifying that we will ensure the minimum workforce as mentioned in the scope, abiding by the tender document terms and conditions.

I/We shall maintain a sufficient workforce to provide eligible leaves, and holidays for all the above workforce as per the governing rules and regulations, laws, and acts.

Signature and Seal of the Bidder:

Date:

BG FORMAT FOR SECURITY DEPOSIT

(To be executed on non-judicial stamp paper of ₹ 200/- (Rupees Two Hundred only) or as per appropriate Stamp Act.)

WHEREAS on or about the _____ (date, month, year), M/s _____ (Contractor name), having its registered office situated at _____ (Postal address) (hereinafter referred to as Contractor) entered into a contract agreement bearing reference no. _____ dt. _____ with Indian Institute of Information Technology Design and Manufacturing, **Jagannathagattu, Dinnedevapuram Village, Kurnool, Andhra Pradesh - 518008** (hereinafter referred to as IIITDM KURNOOL), for **Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedevapuram Village, Kurnool, A.P.**

AND WHEREAS under the terms and conditions of the contract agreement, the contractor is required to submit a Bank Guarantee for an amount of ₹ _____ (_____ Rupees only) as a performance security deposit for the fulfillment of the terms and conditions of the contract agreement, and the contractor is ready to submit a Bank Guarantee.

We _____ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IIITDM KURNOOL stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IIITDM KURNOOL because of breach of any of the terms and conditions of the said contract agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding ₹ _____ plus interest @ 12% per annum from the date of demand for payment till the actual date of payment made by us.

We undertake to pay to IIITDM KURNOOL any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these presents being absolute and unequivocal. The payment so made by us under this guarantee shall be a valid discharge of our liability for payment thereunder and the contractor shall have no claim against us for making such payment.

We _____ Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract agreement and that it shall continue to be enforceable till all the dues of IIITDM KURNOOL under or by virtue of the said contract agreement have been fully paid and its claims satisfied or discharged or till IIITDM KURNOOL certifies that the terms and conditions of the said contract agreement have been fully and properly carried out by the said contractor and accordingly discharges this Guarantee. Our Guarantee shall remain in force until _____ and unless a demand or claim under this guarantee is made on us in writing within six months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.

We _____ Bank, further agree that IIITDM KURNOOL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract agreement or to extent time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by IIITDM KURNOOL against the said contractor and to forbear or enforce any of the terms and conditions relating to the said contract agreement and

we shall not be relieved from our liability because of any such variation, or extension is granted to the said contract agreement or for any forbearance, act or omission on the part of IIITDM KURNOOL or any indulgence by IIITDM KURNOOL to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have the effect of so relieving us.

This guarantee will not be discharged due to a change in the constitution of the Bank or the Consultant.

We _____ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of IIITDM KURNOOL in writing.

Dated the _____ day of 2024.

.....
Signature of the Authorized Officer of the Bank
.....

.....
(Name and designation of the Officer)

Seal

Name and address of the Bank (Head Office) with Phone/Fax Nos.
Name & Address of the Branch with Phone/Fax Nos.

(To be given on the letterhead of the bidder)

No. _____

Dated: _____

CERTIFICATE
(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India and hereby certify that I am not from such a country.

OR (whichever is applicable)
(Bidders from a Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India and hereby certify that I am from _____ (Name of Country) and have been registered with the Competent Authority. I also certify that I fulfill all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

Signature of the Tenderer

Name & Address of the
Tenderer with Office Stamp

FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY (PREFERENCE TO MAKE IN INDIA) 2017

Tender Reference

Number:

Name of the item / Service:

Date:

I/We _____ S/o, D/o, W/o, _____ Resident of _____
 _____ Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide Gol Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and The local content for all inputs that constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (✓) and Fill in the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under the “ Class-I Local Supplier ” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and comes under the “ Class-II Local Supplier ” category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in Percentage.

Percentage of Local content: _____ %**.

Place of the local content value calculated:

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation, and Contact No.>

[Note: In case of procurement for a value over Rs. 10 Crores, the bidders shall provide this certificate from a statutory auditor or a cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

** Services such as transportation, insurance, installation, commissioning, training, and after-sales service support like AMC/CMC cannot be claimed as local value addition

Signature of the Tenderer

DECLARATION ABOUT SITE INSPECTION

To
Registrar
IIITDM kurnool

Name of work: Annual Maintenance Contract for Horticulture – Landscape Gardening with micro irrigation system at IIITDM Kurnool, Jagannathagattu, Dinnedavarapadu Village, Kurnool, A.P.

Dear Sir,

It is hereby declared, I/ We the bidder inspected and examined the subject site and its surrounding and satisfy myself / ourselves as to the nature of the ground and sub-soil (so far as is practicable), the forms and nature of the site./ ourselves before submitting the bid, the accommodation which may require and all necessary information as to risks, contingencies and other circumstances which may influence or affect our bid have been obtained. I/We the bidder shall have full knowledge of the site and no extra charge consequent upon any misunderstanding or otherwise shall be claimed in later date.

I /We bidder shall be responsible for arranging and maintaining at own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by me/us implies that I / We have read this notice and all other contract documents and has made myself /ourselves aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Yours faithfully

(Duly authorized signatory of the bidder)

PROFORMA OF AFFIDAVIT FOR NON – BLACKLISTING

I/we undertake and confirm that our firm/partnership firm has not been blacklisted by any state/Central Departments/PSUs/Autonomous bodies during the last 5 years of its operations. Further that, if such information comes to the notice of the department, then I/we shall be debarred for bidding in IIITDM Kurnool in future forever. Also, if such information comes to the notice of department on any day before date of start of work, the Engineer-in-charge shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Security Deposit (Scanned copy of this declaration on letter head of the firm to be uploaded at the time of submission of bid)

Signature of Bidder(s) or an authorized
Officer of the firm with stamp

Signature of Notary with seal

Note:- 1. The declaration shall be made in current date after the date of invitation of the Tender otherwise the tender shall be rejected.